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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 3010.1**Effective Date: September 09,  
2003Expiration Date: September  
09, 2008[Printable Format \(PDF\)](#)

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**Subject: Strategic Workforce Management Process****Responsible Office: Office of Human Capital Management**[| TOC](#) | [Preface](#) | [Chp1](#) | [Chp2](#) | [Chp3](#) | [Chp4](#) | [Chp5](#) | [Chp6](#) | [AppendixA](#) | [ALL](#) |

## CHAPTER 2: Project Workforce Transition

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2.1 NASA's goal is to minimize sudden impacts to employees and to Center General and Administrative (G&A) rates during reallocation of project personnel. Various funding and management scenarios have been developed to accommodate employees proposed for reallocation. These scenarios are discussed in the Full Cost Implementation Guide issued by the Chief Financial Officer.

2.2 Each Center must make every effort to reassign employees that are available for new work to funded projects that require additional or replacement FTE. Reassignments must be made as rapidly as possible. The gaining projects shall pay the salaries, benefits, and other supporting costs for reassigned FTE.

2.3 Where it is not possible to effect the rapid reassignment of employees that are available for new work, Centers shall initiate other positive actions. These actions include retraining, internal placement efforts, active brokering with Enterprises, efforts to assist individuals to relocate or telecommute to other Centers, and other appropriate actions. Centers must communicate in a timely manner all new or refocused work requirements to individuals whose positions may be impacted.

2.4 Centers must first look to solve FTE problems at the Center level. When the Centers find they cannot fully use all employees, they should escalate the issue to the Enterprise that managed the project from which these employees were released and coordinate with their IPO.

2.5 Where employees, available from a terminated or rescope project, cannot be effectively transitioned to a new project or to G&A, the Enterprises and Centers shall work with the Agency Functional Offices to resolve the issue.

2.6 Concurrently with redeployment efforts, Centers shall identify those employees with competencies that are no longer needed at the Center and use human resources transformation tools to separate them from the Center or retrain them to perform competencies needed by the Center.

2.7 Human Resources transformation tools that should be employed throughout the process include targeted buyouts, early retirement, hiring restrictions, retraining, career transition assistance, contracts structured with incentives to hire civil service personnel, and, as a last resort, reduction-in-force procedures. See Appendix A.

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